

<b>NRC FORM 30</b> (6-94) <span style="float: right;"><b>U.S. NUCLEAR REGULATORY COMMISSION</b></span>		<b>1. DATE OF REQUEST</b> <div style="text-align: center;">03/06/2000</div>		<b>2. DATE DUE (If applicable)</b> <div style="text-align: center;">03/30/2000</div>			
<b>REQUEST FOR ADMINISTRATIVE SERVICES</b>  <b>FOR HEADQUARTERS:</b> <b>MAIL TO THE APPROPRIATE MAIL STOP ON BACK</b>		<b>3. REQUEST NUMBER (LEAVE BLANK)</b> <div style="font-size: 1.5em; text-align: center;">400A0086</div>					
<b>4. TYPE OF SERVICE</b> <table border="0" style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> <input checked="" type="checkbox"/> BUILDING ALTERATIONS AND SERVICES  <input type="checkbox"/> COMPOSITION  <input type="checkbox"/> COPYING  <input type="checkbox"/> EDITING  <input type="checkbox"/> PHOTOGRAPHY/AUDIOVISUAL  <input type="checkbox"/> PRINTING AND DISTRIBUTION         </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> PUBLISHING NUREGs  <input type="checkbox"/> SMALL PURCHASES, PROPERTY AND LABOR SERVICES  <input type="checkbox"/> SUPPLIES  <input type="checkbox"/> WORD PROCESSING  <input type="checkbox"/> OTHER (Specify)         </td> </tr> </table>				<input checked="" type="checkbox"/> BUILDING ALTERATIONS AND SERVICES <input type="checkbox"/> COMPOSITION <input type="checkbox"/> COPYING <input type="checkbox"/> EDITING <input type="checkbox"/> PHOTOGRAPHY/AUDIOVISUAL <input type="checkbox"/> PRINTING AND DISTRIBUTION	<input type="checkbox"/> PUBLISHING NUREGs <input type="checkbox"/> SMALL PURCHASES, PROPERTY AND LABOR SERVICES <input type="checkbox"/> SUPPLIES <input type="checkbox"/> WORD PROCESSING <input type="checkbox"/> OTHER (Specify)	<b>5. PERSONAL PROPERTY APPROVAL</b> I certify that personal property assets within the Office/Division have been carefully screened for excess, are currently fully utilized, and the additional requested items are absolutely essential to work performance and will be used only for official purposes. <b>5a. PROPERTY CUSTODIAN - SIGNATURE</b> <div style="text-align: center;">   <b>5b. DIVISION DIRECTOR/DESIGNEE - SIGNATURE</b>  <div style="text-align: center;"> <div style="margin-left: 20px;">3/12/00</div> </div> </div>	
<input checked="" type="checkbox"/> BUILDING ALTERATIONS AND SERVICES <input type="checkbox"/> COMPOSITION <input type="checkbox"/> COPYING <input type="checkbox"/> EDITING <input type="checkbox"/> PHOTOGRAPHY/AUDIOVISUAL <input type="checkbox"/> PRINTING AND DISTRIBUTION	<input type="checkbox"/> PUBLISHING NUREGs <input type="checkbox"/> SMALL PURCHASES, PROPERTY AND LABOR SERVICES <input type="checkbox"/> SUPPLIES <input type="checkbox"/> WORD PROCESSING <input type="checkbox"/> OTHER (Specify)						
<b>7. REQUESTER</b> J. L. Bouquet		<b>8. OFFICE</b> ADM/DFS/FACB		<b>6. SENSITIVITY</b> <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> SENSITIVE UNCLASSIFIED <input type="checkbox"/> COPYRIGHT MATERIAL For copyrighted material, sign below to indicate that you have received permission from the copyright owner to use the material. <b>SIGNATURE - ADMINISTRATIVE OFFICER</b>			
<b>9. TELEPHONE NUMBER</b> 301-415-6467		<b>10. FAX NUMBER</b> 301-415-5380		<b>11. MAIL STOP</b> T-7D24			
<b>12. E-MAIL I.D.</b>							
<b>13. SPECIAL INSTRUCTIONS (INCLUDE TITLE, DISTRIBUTION, PRINTING SPECIFICATIONS, INSTRUCTIONS, STOCK NUMBERS, JUSTIFICATION, QUANTITIES, AND UNITS WHEN APPLICABLE.)</b>  PROJECT: REMOVAL AND RENOVATION OF EXISTING OWFN SECURITY COUNTER FROM RIGHT SIDE OF LOBBY TO LEFT SIDE, ACCORDING TO ENCLOSED SKETCHES A1-A5.  WORK WILL INCLUDE THE FOLLOWING: 1) CUTTING EXIST. CNTR. AS SHOWN. 2) RE-LAMINATING CNTR. PIECE. 3) INSTALLING 2 NEW DUPLEX OUTLETS AS SHOWN. 4) INSTALLING WIRING FROM EXIST. OUTLET UNDER WALK-THRU DETECTOR (IN CABLE THRESHOLD) TO NEW X-RAY MACHINE. 5) MOVING AND RELOCATING COUNTER PC'S A & B AS SHOWN.  I.G.E.: \$5,000 (SEE S.O.W. INCLUDED)  SUGGESTED SOURCES: 1. Tim Liller Co.: (703) 642-1045 2. Natelco, Wayne Berry: (301) 350-1325 3. Dyson Elec.: (301) 798-0157  <div style="margin-left: 20px;"> <i>THIS WAS ON THE MID-YEAR CALL</i> </div>							
<b>14. FUNDING INFORMATION</b>							
JOB CODE	B & R NUMBER	BOC	FUND SOURCE	AMOUNT			
D2316	04015-511105	252A	X 0300	\$5000.00			
				\$7,980.00			
				\$12,000.00			
<b>14a. FUNDS CERTIFIED AVAILABLE BY: SIGNATURE - CERTIFYING OFFICIAL</b> <div style="text-align: center;">   <b>14b. DATE</b>  <div style="text-align: center;">3/22/00</div> </div>							
<b>FOR PROCESSING USE ONLY (LEAVE THIS SECTION BLANK)</b>							
<b>15a. REQUIREMENT APPROVED - SIGNATURE</b>		<b>15b. DATE</b>		<b>16a. REQUISITIONING OFFICER - SIGNATURE</b>			
<b>17. OFFICE OF ADMINISTRATION PROCESSING</b>							
ACTION	SIGNATURE	DATE	ACTION	SIGNATURE	DATE		
A. POSTED			C. DELIVERED				
B. FILLED			D. COMPLETED				
The material and/or services itemized above have been received in the quantity and quality specified, except as otherwise noted.			<b>18a. SIGNATURE - RECIPIENT</b>		<b>18b. DATE</b>		

REQUEST FOR QUOTATIONS

Date Issued: March 24, 2000

Closing Date: March 30, 2000, close of business 5:00 p.m.

Issued By: U.S. Nuclear Regulatory Commission  
Division of Contracts and Property Management  
Washington DC 20555

For Information call: Michael Mills (301) 415-6550, Fax No. (301) 415-5396  
E-Mail address - MXM6@NRC.GOV

"Small Business Set-Aside" is applicable for this offer.

Contractor to provide all necessary labor, material, equipment, and supervision to accomplish the work required (removal and renovation of OWFN security counter)) in accordance with the attached Statement of Work.

A walk-through inspection is scheduled on Tuesday, March 21, 2000, 10:00 a.m. at the following location:

U.S. Nuclear Regulatory Commission  
One White Flint North Building(OWFN)  
11555 Rockville Pike  
Rockville, MD 20852

I will meet all prospective offerors in the building lobby at 10:00 a.m., up until 10:15 a.m.

The award of this requirement will be based on the lowest technically acceptable offer. The award shall also be made on a firm fixed price basis.

Offerors shall provide a cost breakdown for the job.

Cost For Job (Firm Fixed Price) .....\$\_\_\_\_\_

Contractor shall be in compliance with the U.S. Department of Labor's prevailing wage determination rates for Construction/Public Buildings providing labor in Montgomery County MD.

March 31

Cancelled April 1, 2000

Oral solicitation was issued

on 3/31/00. Specs  
and drawings were  
revised.

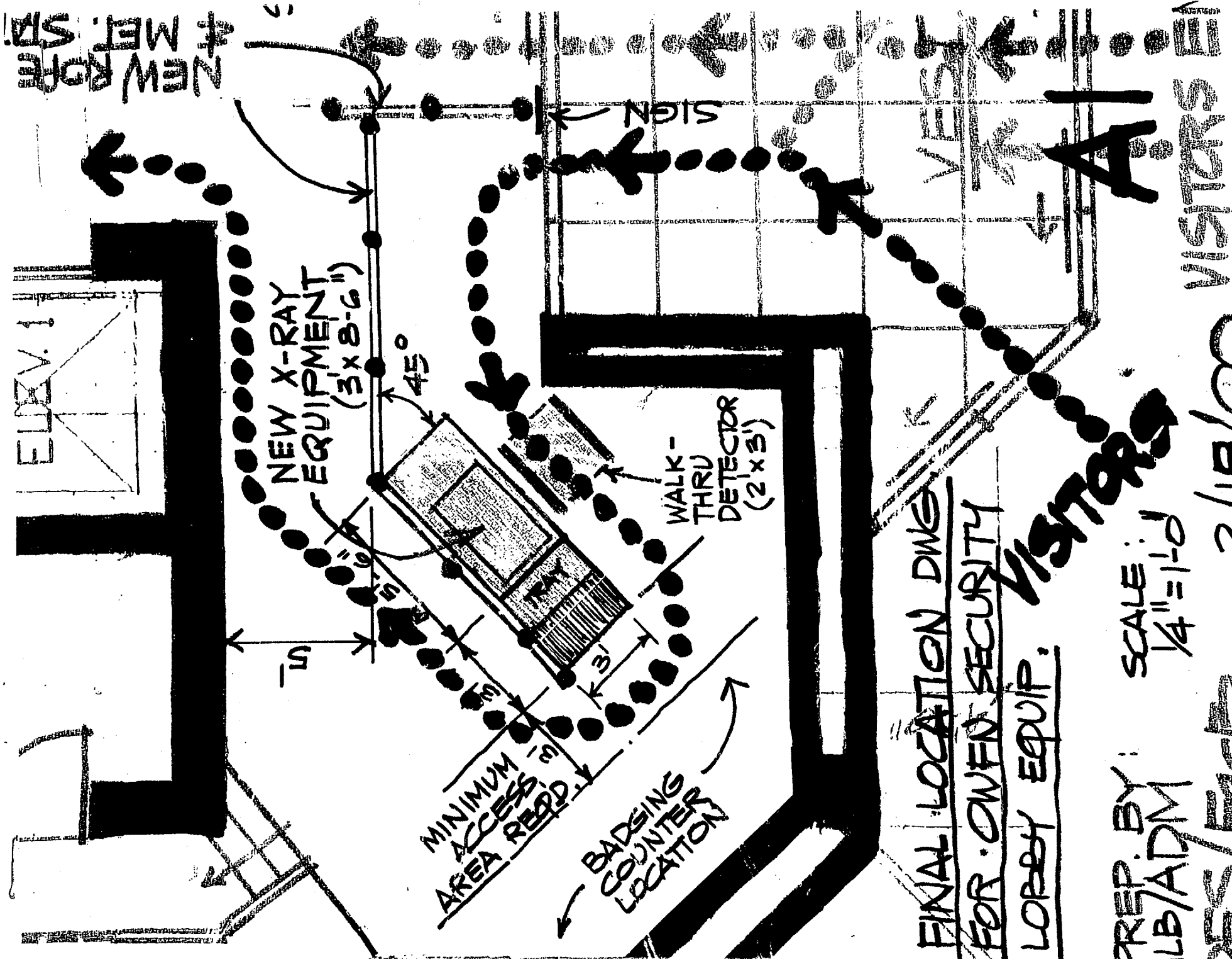
New walkthrough  
on 4/4/00

Closing date  
was 4/7/00

## REMOVAL AND RENOVATION OF OWFN LOBBY SECURITY COUNTER

### STATEMENT OF WORK

1. Contractor shall furnish all labor, materials, and supervision to cut and install the existing OWFN security counter as directed by the Government, and as shown in sketches A1-A4. The work shall also include the following:
  - 1) Cutting of the existing counter as shown on dwgs. A1-A4.
  - 2) Re-laminating a missing piece on the counter front.
  - 3) Gluing or fastening pieces 'A' & 'B' together in a new configuration at the new location, as shown on dwgs, A1-A5.
  - 4) Installing 2 new duplex outlets and wiring for x-ray equipment and new counter location.
2. All work to be performed during non-working hours and shall be completed within 10 calendar days from the date of the purchase order award. If the contractor finds problems which cannot be resolved within the established time frame, then a written report shall be prepared with recommended corrective action and completion schedule.
3. If contractor elects to cut the counter on government property, the contractor shall contact the NRC Technical Representative (Jean Bouquet - 415-6467) to determine a suitable location and time table. All work shall be accomplished in a professional manner.
4. Contractor shall clean up all debris as a result of this work each day until project is completed.
5. Any damage caused by contractor must be repaired at no additional cost to the Government.
6. Contractor must contact the NRC Technical Representative (Jean Bouquet) to ensure a full understanding of this project prior to commencement of the work. All work is to be coordinated with the Technical Representative on this project.
7. Safety precautions must be taken in accordance with OSHA and industry standards, including the submittal of Material Safety Data Sheet (MSDS) sheets prior to starting any work, and the taping off of the area involved with 'caution' indications.
8. Quality Control must be performed to ensure that contractor personnel and subcontractors are performing in accordance with this Statement of Work. The contractor shall provide an inspection report to the NRC Technical Representative upon completion of all work and a schedule of work 72 hrs. before its commencement.
9. The NRC will provide the contractor with the appropriate NRC building service permits prior to commencement of work.
10. The contractor may take the counter offsite to perform the work; however, the counter shall be returned to the NRC within 24 hours.



REP. BY: LB/ADM

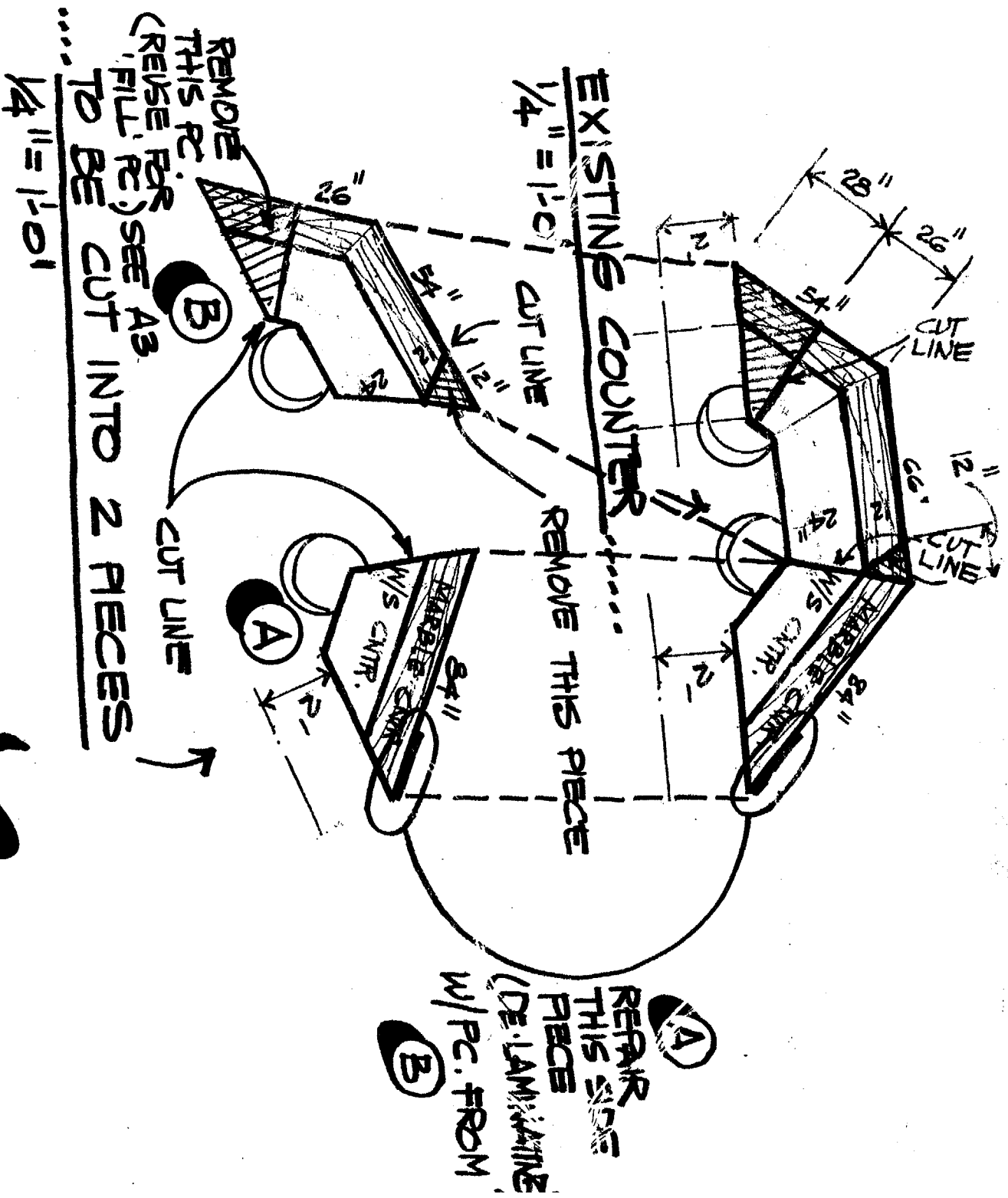
2/18/00

2/18/00

Visitors

Visitors

# OWN SECURITY LOBBY EQUIP.

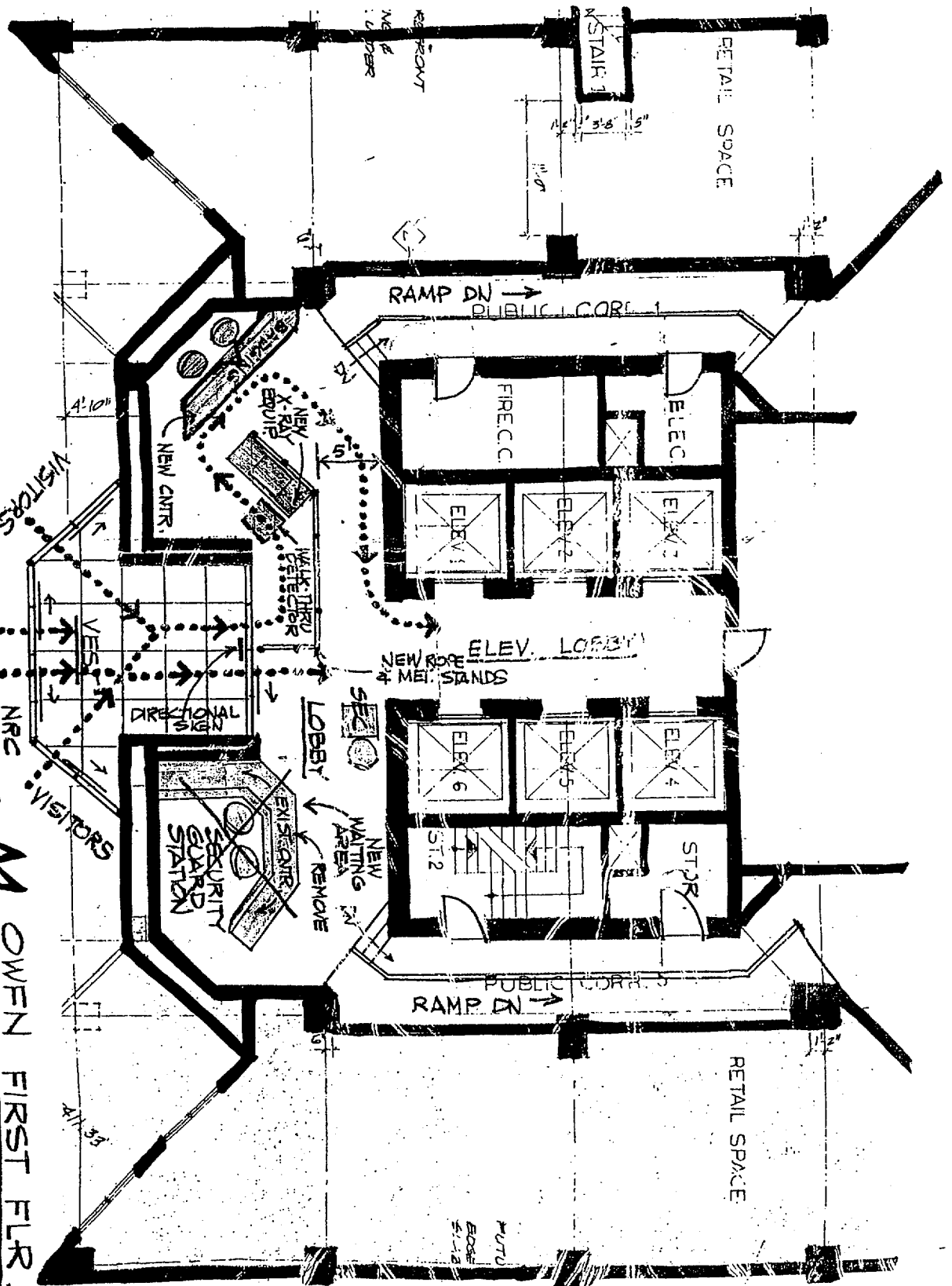


PREP BY:  
VLB/ADM/DRE/FAGB  
2/18/00



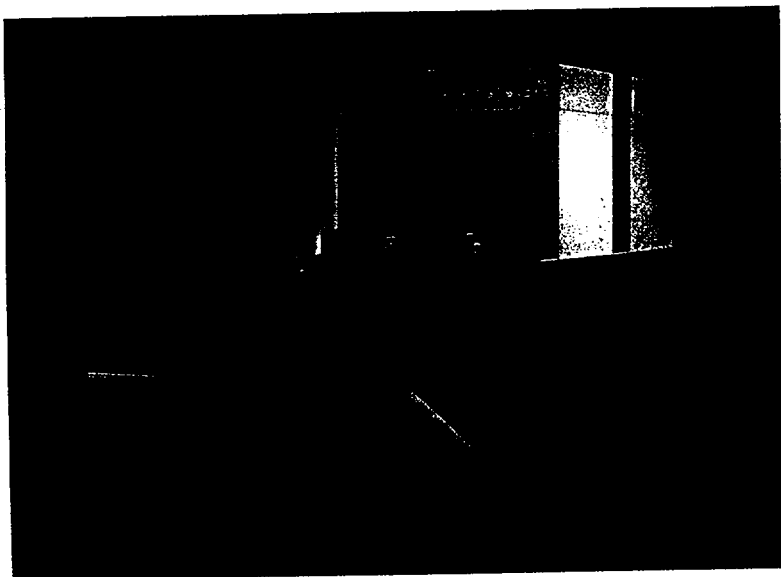
PREP BY: JLB/NRC/ADM/DFS/FADS 2/18/00 VISITORS EMPLOYEES

**A4** OWEN FIRST FLR.  
SECURITY SCREENING PLAN  
SCALE: 1/8" = 1'-0"



## MODEL 66Z

### Compact MailSearch™ and LobbySearch™ Inspection System



The MODEL 66Z features state-of-the-art electronics packaged in a user-friendly design. The system's slender profile and wheels allow it to be moved through standard doorways and to be conveniently relocated to security checkpoints for special events. AS&E's MODEL 66Z is the unit of choice by both government and commercial clients for its ability to detect composite weapons, plastic explosives, illegal drugs, agricultural products, currency and other restricted contraband.

AS&E's MODEL 66Z for MailSearch and LobbySearch brings Z\* Backscatter imaging to mailrooms, building lobbies and other vulnerable locations where bombs, weapons and drugs pose a real threat to government and business. The system can inspect small packages, mail and hand-held baggage.

► **Applications:** Mailrooms, Building lobbies, Security checkpoints,  
Special event security, Protection of military forces

► **X-ray Images:**



**Transmission Image**

*X-ray Image of a suitcase containing  
11 ounces of explosive simulant.  
Shoes, a travel kit, radio and umbrella  
are identifiable.*



**Backscatter Image**

*Note the brilliant white rectangle  
inside the radio. The explosive  
simulant is revealed despite high Z  
background camouflage.*

MODEL 66Z



**AS&E**

**MICRO-DOSE<sup>®</sup> X-ray Inspection System**

**Image Display System**

**Operator's console**

Two high-resolution displays present separate Z<sup>®</sup> Backscatter and Transmission images.

- 14-inch non-interlaced color monitors
- 640 x 480 pixels
- 8 MByte memory
- 256 density levels

User-friendly control panel.

**System Performance**

**Resolution:** 34 AWG tinned copper wire  
**Penetration:** Equivalent to 25 mm (1") steel  
Complete coverage of objects in tunnel—no corner cutoff.

**Detection Capability**

Separate Backscatter display monitor clearly shows explosives, drugs, and plastics even when hidden in a complex X-ray background.

**Detection Features**

**Zoom:** 2x-4x magnification with joystick control to roam continuously through full field of view.  
**Reverse Video:** Control to reverse polarity of white and black contrast.  
**Density Expand:** Three controls for enhanced contrast of thin, medium or thick regions of interest.

**System Options**

**Edge Enhancement:** Sharpens and enhances thin wires often associated with bombs.  
**Colorized Images**  
**Stainless Steel Extension Tray:** 18", 36" or 72" lengths  
**Ball Transfer Tables:** For entrance and exit conveyance  
**Printer**  
3.5" Floppy Disk Drive  
Hard Disk  
Remote Console  
CD ROM Computer-Based Training

**Operating Parameters**

X-ray Source  
140 keV

**Conveyor:** Continuous operation in normal mode. Auto-return allows one-person operation.

**Width** 66 cm (26")  
**Height** 85.1 cm (33.5")  
**Capacity** 91 kg (200 lbs.)

**Tunnel Opening**

**Length** Unlimited  
**Width** 66 cm (26")  
**Height** 44 cm (17.3")

**Throughput:** Up to 1500 parcels per hour.

**Mobility:** Swivel castors allow convenient relocation of unit. Unit passes through doorways greater than 86 cm (34").

**Overall Dimensions**

**Length** 170 cm (67")  
**Width** 84 cm (33")  
**Height** 147 cm (58")  
**Weight** ± 660 kg (1450 lbs.)

**Environmental**

**Temperature**

**Operating:** 4° C to 40° C (40° F to 104° F)  
**Storage:** -40° C to 60° C (-40° F to 140° F)

**Humidity**

10-95% relative humidity (non-condensing)

**Power**

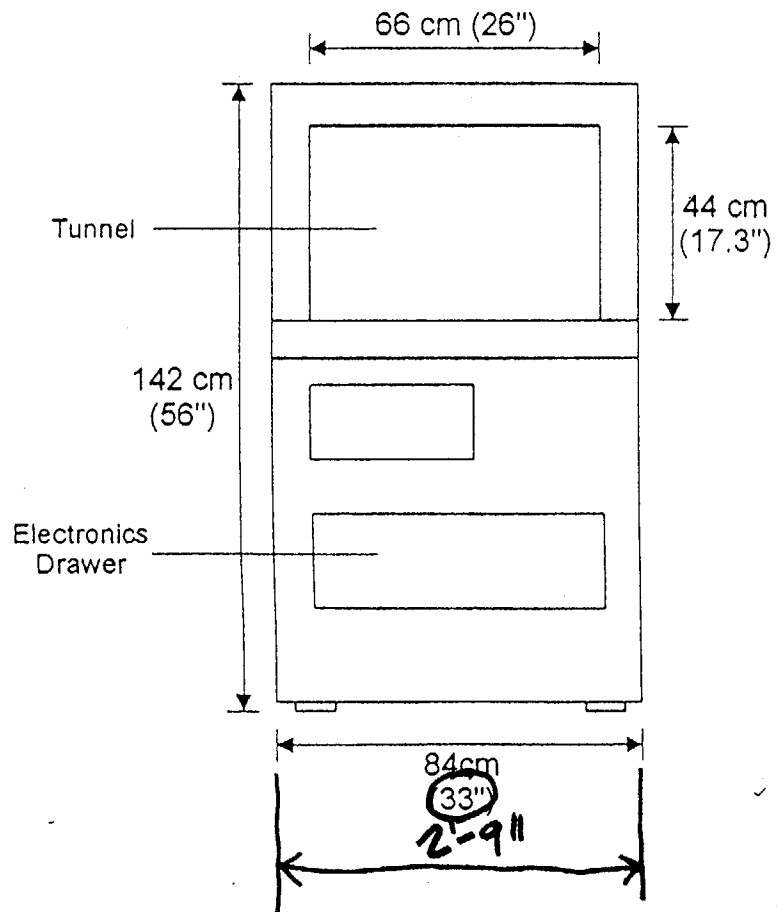
1.8 kVA, 15A standard outlet  
2.2 kVA, 20A with optional printer  
120 VAC ± 10%, single phase  
240 VAC ± 10%, single phase (option)  
60 Hz/50 Hz

**Health and Safety**

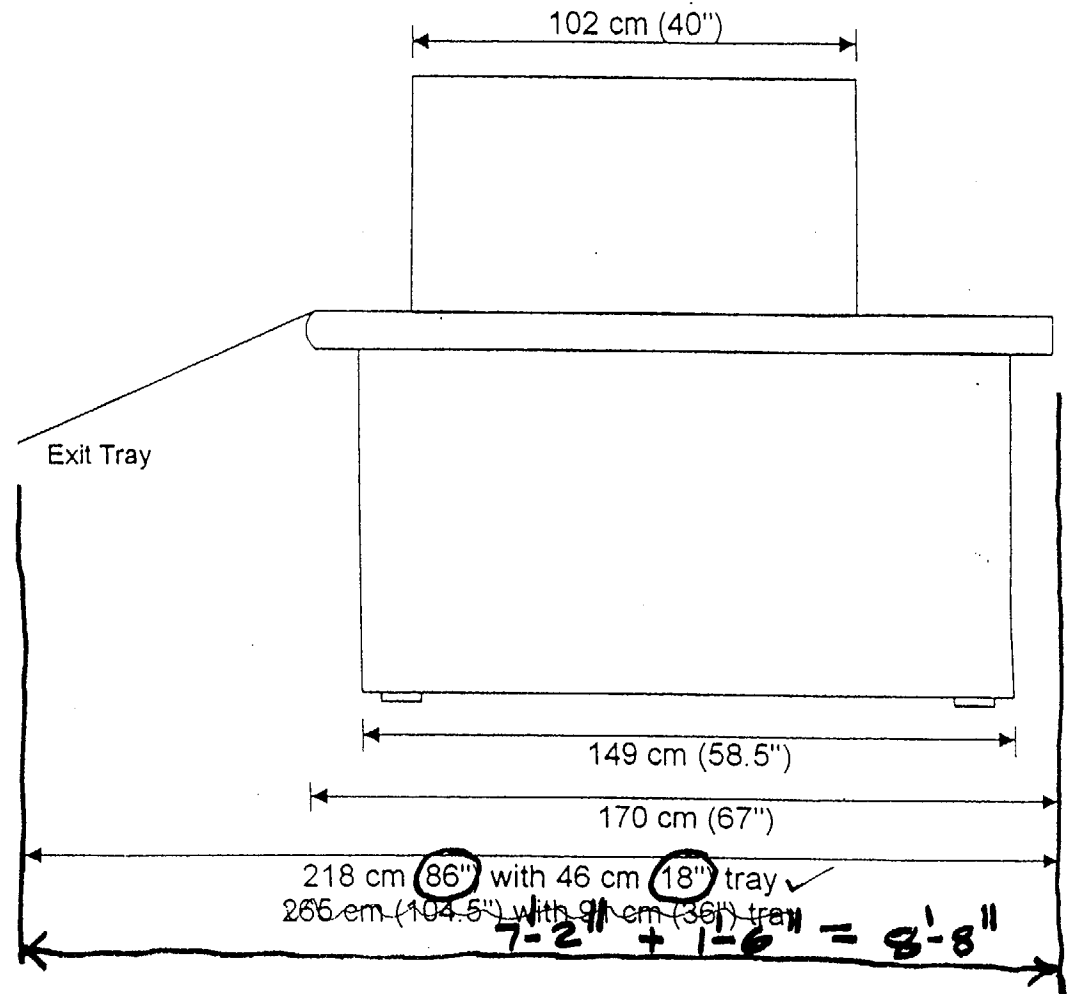
Operator receives less than 5.0 $\mu$  Gy/hr (0.5 mR/hr.) at 5 cm (2") from cabinet.  
Complies fully with all applicable federal health and safety regulations: U.S. Bureau of Radiological Health Standards for Cabinet X-ray Systems (21 CFR 1020.40); U.S. Federal Aviation Administration Use of X-ray Systems (14 CFR 108.17 and 129.26).  
0.2 $\mu$  Gy (0.02 mR) per exposure (safe for all speeds of film).

# Model 66Z

## End View



## Side View



American Science and Engineering, Inc.  
 829 Middlesex Turnpike  
 Billerica, MA 01821  
 Phone: 978-262-8700  
 Fax: 978-262-8804  
 Web: <http://www.as-e.com>

LILLER CONSTRUCTION INC.  
 6304 HILLCREST PLACE, ALEXANDRIA, VA 22312  
 OFFICE 703-642-1045  
 FAX 703-642-6432  
 PAGE 703-218-8882

*Okayed By  
 Bouquet on  
 4/12/00*

**COST PROPOSAL**

INSTALL NEW GUARDS DESK AND ELECTRICAL

CONTACT: MIKE MILLS  
 07-Apr-00 WORK 301-415-6550  
 FAX 301-415-5396

PROJECT AND CITY  
 FACILITIES MANAGE. BRANCH  
 TWO WHITE FLINT NORTH  
 ROCKVILLE, MD 20852

COMPLETED BY TIMOTHY C. LILLER

DESCRIPTION OF WORK	QUANTITY	UNIT	TOTAL
<b>EW GUARDS DESK AND ELECTRICAL</b>			
PR TO CLEAR SLAB LOCATION FOR 3" CORE DRILL AND COORDINATION	1	EA	\$600
1" CORE DRILL	1	EA	\$325
INSTALL EMT FROM ELECTRICAL CLOSET TO OUTLET LOCATION	90	LF	\$387
INSTALL DEDICATED CIRCUIT BREAKERS 110V 20AMP	1	EA	\$51
ULL WIRE FOR EACH OUTLET	3	EA	\$89
INSTALL OUTLETS AT GUARDS DESK	3	EA	\$225
ONSTRUCT NEW DESK AND COUNTER TOP	14	LF	\$2,240
REMOVE AND CUT MARBLE TOP FOR NEW INSTALLATION	1	LS	\$435
REMOVE EXISTING GUARDS DESK AND DISPOSE	1	LS	\$370
REMOVE ELECTRICAL FROM EXISTING GUARDS DESK	1	LS	\$210
AP OLD CORE DRILL WITH BRASS PLATE	1	EA	\$88
INSTALL NEW GUARDS DESK (NOTCH FOR RAISED PLATFORM)	1	LS	\$335
INSTALL MARBLE TOP CAULK AND GLUE AS NEEDED	1	LS	\$140
IE IN ELECTRICAL	1	LS	\$70
INSTALL VINYL BASE	1	LS	\$5
COORDINATION WITH NRC PERSONNEL (SCHEDULE, ETC)	1	LS	\$210
PROTECTION AND CLEANUP	1	LS	\$170
<b>SUBTOTAL</b>			\$5,948.80
<b>OVERHEAD 10%</b>			\$594.88
<b>SUBTOTAL</b>			\$6,543.68
<b>PROFIT 10%</b>			\$654.37
<b>TOTAL</b>			<b>\$7,198.05</b>

*6 5950  
 595.00  
 6545  
 654.50  
 671.99.50*

## QUOTATION FOR SMALL PURCHASES

400A0086

DR-00-0153

WRITTEN

ORAL

DATE QUOTE POSTED (PCN 87-01)

DATE QUOTE REQUESTED

Approval for Sole Source Determination

3/24/00

## 1. SYNOPSIS IN COMMERCE BUSINESS DAILY (CBD)

## 2. APPROVAL OTHER THAN FULL AND OPEN COMPETITION

## 3. AVAILABILITY

☐ OTHER THAN FULL AND OPEN COMPETITION \$10,000 AND ABOVE APPROVED BY COMPETITION ADVOCATE☐ NO REASONABLE EXPECTATION OF RECEIVING AT LEAST TWO RESPONSIBLE AND RESPONSIBLE OFFERS☒ NOT REQUIRED

ABOVE \$1,000 BY BRANCH CHIEF

☐ \$10,000 AND ABOVE BY COMPETITION ADVOCATE☒ NOT REQUIRED

AGENCY INVENTORIES

EXCESS—OTHER AGENCIES

FEDERAL PRISON IND.

BLIND/HANDICAPPED

GSA

☐ FSS

GROUPS CHECKED

EXPIRATION DATE

MANDATORY

NON-

MANDATORY

OPEN MARKET

BLANKET PURCHASE AGREEMENT (BPA)

## 4. JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION

N/A

## 6. BASIS OF "FAIR AND REASONABLE" PRICE IF ONLY ONE QUOTE RECEIVED

N/A

## 5. JUSTIFICATION FOR OTHER THAN SMALL BUSINESS PURCHASE

N/A

## 7. OFFERORS 1

Liller  
Construction,  
Inc.  
Tim Liller  
703-642-1045

## 2

Netelco  
Wayne Berry  
301-350-1325

## 3

Dyson  
Electric  
Co.  
301-728-0157  
James Dyson

ARTICLE(S) OR SERVICE(S)

QUANTITY

UNIT  
OF  
ISSUE

UNIT PRICE

TOTAL

UNIT PRICE

TOTAL

UNIT PRICE

TOTAL

The Contractor shall provide labor,

supervision and materials to act

and install the existing OUTFM

Security Counter in accordance with

the SOL.

Firm Fixed Price

For Job

\$7,198.05

\$24,730-

No Bid

APPROVAL OF OTHER THAN FULL AND OPEN COMPETITION

APPROVAL TO EXECUTE ACTION EXCEEDING DELEGATION OF CONTRACTUAL AUTHORITY

CHIEF, CONTRACT NEGOTIATION BRANCH (Number

) DATE

TOTAL PRICE

TERMS

DELIVERY F.O.B.

DELIVERY TIME

BUSINESS SIZE/TYPE

OM/CONTRACT NO.

7,198.05

\$24,730-

Net 30

Destination

As Stated

S

OTI

Net 30

Destination

As Stated

S

OTI



April 7, 2000

Mr. Mike Mills  
NRC  
11545 Rockville Pike  
Rockville, MD 20852

RE: OWFN New Lobby Security Counter

Dear Mr. Mills:

I am pleased to quote you a price of Twenty Four Thousand Seven Hundred and Thirty Dollars (\$24,730.00), to furnish and install the new OWFN Security Counter with associated electrical components. All work will be performed during off-hours and according to the Government Statement of work. A breakdown of this quote is as follows:

Labor Design – 32 Hours @ \$53.00 per hour = \$1696.00

Labor Core Layout – 8 Hours @ \$76.00 per hour = \$608.00

Labor Demo – 16 Hours @ \$76.00 per hour = \$1216.00

Labor Core Drill – 16 Hours @ \$76.00 per hour = \$1216.00

Labor Installation – 20 Hours @ \$76.00 per hour = \$1520.00

Labor Disposal – 8 Hours @ \$53.00 per hour = \$424.00

Sub-Contract Core Survey = \$1200.00

Sub-Contract Core Drill = \$800.00

Sub-Contract Counter = \$13,750.00

Miscellaneous Materials = \$2000.00

Disposal Charge = \$300.00

Grand Total for the New OWFN Lobby Security Counter is: \$24,730.00

Thank you for your time and consideration. If you have any questions, please feel free to contact me at 301-785-9305 (cell), 301-506-9500 (pager) or at my office 301-350-1325, extension 36.

Sincerely,

  
Wayne Barry  
Account Manager

NATELCO Corporation  
120 West Hampton Avenue  
Capitol Heights, Maryland 20743  
Office 301-350-1325  
Fax 301-350-8175

# NATELCO CORPORATION

ELECTRICAL CONTRACTORS

120 West Hampton Avenue  
Capitol Heights, Maryland 20743  
(301) 350-1325  
FAX (301) 350-8175

## FAX TRANSMISSION

Date: 4-7-00 Pages: 2 including cover sheetTo: MR. Mike Mills Company: NRCFax #: 301 415 5396From: Wayne BarrySubject: Quote - OWPN New LobbyComments: Security Counter

Should you have any problems with this  
fax transmission, please call 301 350 1325

# SIMPLIFIED ACQUISITION DATA COLLECTION SHEET

3/23/00

(DATA ENTRY STAFF COMPLETE THIS SECTION FOR HQ ACTIONS):

Requisition Number: 400A0086 Region/Office: ADN Requestor: Bouquet J  
 Date Initiated: 3/6/00 Date Received: 3/22/00 Date Assigned: 3/22/00  
 Agent: N. Mills Amount of funds certified: 5000.00  
 Complexity (Please circle one) 2 1 3 Claudette: Please change complexity code to #2

Buy Type -- Please check one:

- ☐ Services/Technical Assistance (with Statement of Work)  
☐ Services/IT  
☒ Services/Other  
☐ Supply/IT  
☐ Supply/Other

4/13ms

Description: Removal + renovation of CWFN security counter

TO BE FILLED IN BY PROCUREMENT SPECIALIST/AGENT:

Date Quotes Requested 3/24/00 Number Quotes Requested: 3 Date Awarded 1/1/

Date Canceled: 1/1/

PO or BPA Number: DR-00-0153 Mod Number:           

-15th  
9/13/00

Obligation Amount \$ 7,148.05 SIC 1751

Vendor Name: Liller Construction, Inc. Telephone Number 703-642-1045

SOLICITATION PROCEDURES - Please check one:

- ☐ Multiple Award Schedule  
☐ Noncompetitive  
☒ Competitive (include mods to competitive PO's)

TYPE OF CONTRACTOR -- Please check one:

- ☐ Large Business  
☒ Other Nonprofit Organization  
☒ Other Small Business  
☐ Small Disadvantaged Business  
☐ Woman-Owned  
☐ Javits Wagner O'Day Nonprofit Agency  
☐ UNICOR  
☐ Government

COMMERCIAL ITEM ACQUISITION - Please check one:

- ☐ Yes  
☒ No

☐ **BANKCARD USED AS METHOD OF PAYMENT**

Reason for not using Bankcard under \$2500 - check one if applicable

- ☐ Vendor does not accept VISA  
☒ SOW or evaluation criteria required  
☐ Yearly order with monthly payments  
☐ Over single purchase limit  
☐ Other

Kind of Contract Action - Please check one:

- ☐ BPA calls  
☒ PO using SA Procedures (OM orders)  
☐ Mod to PO  
☐ Order/mod under Federal Schedule Contract (GSA)  
☐ Order under another Federal Agency's contract (include SEWP & other GWAC orders)  
☐ BankCard (micropurchases) - Hqs Only

Preference Program - Please check all that apply:

- ☐ Woman-Owned  
☐ 8(a) Contract Award  
☐ Directed to JWOD Nonprofit Agency  
☒ Small Business Set-Aside

Other Reporting - Please check all that apply:

- ☐ IRS Reporting (Indiv/Partner)  
☐ Tariff or Regulated  
☐ Advisory Services  
☐ Security Classification  
☐ Government Owned Property (Must be completed if purchased property/equipment is "sensitive" or valued at \$300 or more per item)